

# Monthly Newsletter

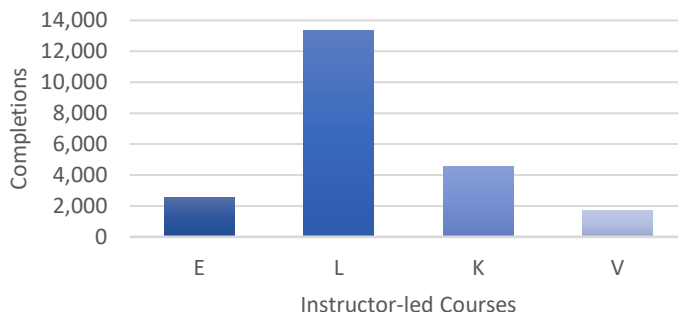


## EMI Reaches Over 2 Million Completions in Calendar Year 2022

Although completions are usually reported by the Fiscal Year, EMI is pleased to report that there were over 2 million course completions in Calendar Year 2022. The specific number of completions by course code are below.

<u>Course Code</u>	<u>Total Completions</u>
E	2,571
L	13,327
K	4,575
IS	2,161,462
V	1,687
Grand Total	2,183,622

2022 Instructor-Led Course Completions\*



\*Independent Study course completions are omitted from the chart to improve legibility.

**Information Sharing Access Agreement (ISAA):** As many of you are aware, EMI provides a monthly encrypted file of student completion data for your use in managing and tracking training within your State or Territory. Based upon system security and privacy requirements, EMI must implement an ISAA with each external organization to which we provide regular data access under our routine use policy.

On February 8, 2022, you should have received our ISAA form which contains specifics on the responsibilities and restrictions of the parties of the agreement about the distribution, use, and retention of student data provided from EMI systems. Please review it and contact the Curriculum Standards and Instructional Technology Branch, at [russell.flick@fema.dhs.gov](mailto:russell.flick@fema.dhs.gov), if you have any questions.

Please identify the point-of-contact and who will be signing for your State or Territorial office. EMI will finalize the agreement for you and return the document for with a signature from the authorized EMI staff. EMI must have ISAAs in place to continue providing student data for your use. If you have not provided a signed ISAA and would like to receive the monthly file of completion data, please contact Russ for a copy of the ISAA.

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## News from the EMI Branches

### Preparedness:

**NIMS ICS End of Course Package Processing:** End of course package must flow through the State Training Officer (STO), agency Federal Training Manager (FTM), or FEMA Regional Training Managers (RTM) prior to being sent to EMI for certification.

The package must include:

- Level I Evaluations (OpScan) Forms – 1 per participant
- EMI Level II Spreadsheet
- EMI Standard Class Attendance Sign-In Roster

All applications must be completed on-line and endorsed by the STO/FTM or RTM.

Electronic submissions should be sent to [EMI-NIMS-ICStraining@fema.dhs.gov](mailto:EMI-NIMS-ICStraining@fema.dhs.gov) and, if hard copies are sent to Emmitsburg, the packages must be sent ATTN: EMI Preparedness Branch.

STOs, FTMs and RTMs should direct course Points-of-Contact (POCs) and Instructors to review the “L” *Course Communications, Delivery, and Completion Job Aid for NIMS ICS PS Courses Job Aid* and remind them that all course materials must be sent to the STOs, FTMs or RTMs for review and submission to EMI.

Emails to EMI from POCs and instructors containing course materials are not reviewed or processed for certification and will be returned to the STOs, FTMs or RTMs.

**NIMS ICS Team - Communications:** With the New Year, there have been some updates to the NIMS ICS Training team in EMI’s Preparedness Branch that we want to pass on:

Russ Flick has been detailed within EMI and Sabra Arnold is acting in his absence, overseeing the NIMS ICS Core Curriculum - IS0100, 0200, 0700, 0800 and E/L/G/K0300, 0400, 0191, and 0449.

Kenny Cline is now the Course Manager for the NIMS ICS Position Specific (PS) Indirect Delivery (“L” course code) for all the PS curriculum. Bob Patrick is still the Lead Training Specialist for the NIMS ICS PS program and oversees all the program functions.

Shermaine Booker has been detailed within EMI and will not be available for NIMS focused matters for the next several months. Kristina Kelly will be managing end of course packages and all forensic activities.

Please only use [emi-nims-icstraining@fema.dhs.gov](mailto:emi-nims-icstraining@fema.dhs.gov) for course delivery related email correspondence. This will ensure that your emails are received and actioned in a timely manner.

### Mitigation:

**Hazard Mitigation Assistance.** Seats are still available for the virtual offering of K0212 Hazard Mitigation Assistance: Developing Quality Application Elements scheduled for January 30 - February 3, 2023. Applications will be processed thru the NETC Online Application system for SLTT and FEMA participants that **do not** require this course for their Position Task Book (PTB).

**Floodplain Management:** E0278 National Flood Insurance Program/Community Rating System (NFIP/CRS) has seats remaining for the only FY23 offering scheduled for April 3-6, 2023, on the EMI campus. This course covers the Community Rating System (CRS), a nationwide initiative of FEMA’s National Flood Insurance Program (NFIP). It describes activities eligible for credit under the 2017 CRS Coordinator’s Manual, how a community applies, and how

a community modifies an application to improve its classification. Applications will be processed thru the NETC Online Application system.

**Building Science:** The next offering of the E0386 Residential Coastal Construction is scheduled for February 27 - March 2, 2023, on the EMI campus. This course is aimed at providing engineers, architects; and community building officials and code administrators, training in planning, siting, design, construction, and maintenance of coastal residential structures.

The E2460 Advanced Building Science Series I is now being offered as two courses, E2461 Advanced Building Science Series I: Strategies for Maximizing Floodproofing Success, a 3-day course and E2462 Advanced Building Science Series I: Critical Building Performance for Wind, a 2-day course. When delivered on the EMI campus, the two courses will be offered consecutively March 27 - 31, 2023, and must be attended together; field offerings may be scheduled as stand-alone courses and can be requested as individual courses. These courses are designed for engineers, architects; and community building officials and code administrators.

**General Mitigation Information:** If you have questions about Mitigation course deliveries, please contact the EMI Mitigation Branch at [FEMA-EMI-MIT@fema.dhs.gov](mailto:FEMA-EMI-MIT@fema.dhs.gov).

Reminder, if you need Mitigation courses for your Position Task Book (PTB), please contact the FIWA/WDD training team at [fema-fqs-training@fema.dhs.gov](mailto:fema-fqs-training@fema.dhs.gov) to coordinate. WDD funding is no longer available for EMI resident training.

## Integrated Emergency Management:

**Integrated Emergency Management Course (IEMC), a Community-Specific Training Program:** The IEMC program is designed to provide **state, local, tribal, territorial, and specialized jurisdictions** throughout the United States with a training program designed specifically to enhance the skillsets and familiarity of Emergency Operation Center (EOC) personnel. The IEMC can be a vital component of your Integrated Preparedness Plan (IPP).

### Why should you consider applying for FY24 Integrated Emergency Management Course (IEMC)?

The Tri-Cities of Chesapeake, Norfolk and Virginia Beach, Virginia conducted a L0930 at the City of Chesapeake's EOC. Here is what they had to say about the IEMC program.

#### The Tri-Cities of Chesapeake, Norfolk and Virginia Beach, Virginia

*"The City of Chesapeake stresses continuous improvement as a cornerstone in its efforts to prepare for emergencies. Since 2015, the city has worked in partnership with the Emergency Management Institute (EMI) and its subject matter experts as part of the Integrated Emergency Management Course (IEMC) process. The course work and exercises developed as part of IEMC evolutions, both within and outside the city, have helped to prepare leadership and responders for the gamut of emergencies (flooding and storms, protests, etc.) that have touched our community over these past seven years."*



Community-Specific IEMC participants in the City of Chesapeake's EOC

*“The most recent IEMC experience was the 2022 Tri-Cities (Chesapeake, Norfolk, Virginia Beach) course and exercise series. EMI developed course work geared toward the Policy Team levels of the three cities to facilitate a self-assessment of collaboration, coordination, and communication capabilities in a variety of incident types. City Managers, their deputies, emergency management personnel, and key department heads discussed scenarios and questions individually to identify priorities, gaps (needs improvement), and strengths. The three cities then returned to share their respective findings.”*



*Community-Specific IEMC participants in the City of Chesapeake’s EOC*

*“While coursework and exercises generally focus on a specific incident type, “all-hazards” generalizations can be made to facilitate continuous improvement. The value of applying for, and participating in, IEMCs cannot be overstated. The time spent in preparing an application, course and exercise planning, scheduling, logistics and participant involvement will pay dividends far beyond the scope of the exercise, as staff builds not only response capabilities, but also camaraderie and connections for the future. The City of Chesapeake and our more than 250,000 residents have benefited from the response, recovery, and collaborative efforts demonstrated, and learned, in our IEMC courses.”*

If you are looking to improve your Emergency Operations Center (EOC) stakeholders’ skillset and developing a stronger, well-rounded team, consider applying today for the FY24 IEMC program. The IEMC FY24 Training Bulletin 1748 can be found at the following webpage: [Fiscal Year 2024 Community Specific Integrated Emergency Management Course Application Process](https://training.fema.gov/iemc/) (<https://training.fema.gov/iemc/>).

For additional information on the IEMC program, please contact the Integrated Emergency Management Branch at [fema-emi-iemb@fema.dhs.gov](mailto:fema-emi-iemb@fema.dhs.gov) or you can reach out to Patrick J. Flynn, the IEMC Program Manager at [patrick.flynn.2@fema.dhs.gov](mailto:patrick.flynn.2@fema.dhs.gov) with any questions about the program.

## Emergency Management Professional Program (EMPP):

The EMPP Academies and the PIO Program continue with a full slate of course offerings around the country in January 2023. Here is a list of courses scheduled in the field (L), on campus (E), or online (K) in this month:

Basic Academy Course Number	Location	Dates
L0105	TX	January 9-11
K0103	Online	January 9-12
L0101	LA	January 9-13
K0105	Online	January 9-13
L0110	FL	January 9-13
L0103	GA	January 17-18
L0105	AZ	January 17-19
L0105	KS	January 17-19
L0105	WI	January 17-19
E0101	EMI	January 23-27
L0101	VA	January 23-27
L0101	TN	January 23-27
L0101	TX	January 23-27
L0101	WA	January 30-Feb 3
PIO Program Course Number	Location	Dates
E0388	EMI	January 23-27
E0393**	EMI	January 23-27
L0388	CA	January 23-27
Advanced Academy Course Number	Location	Dates
L0451*	CT	January 9-13
L0452*	NV	January 9-13
E0453*	EMI	January 9-13

\* Only open to accepted Advanced Academy students

\*\* Only open to accepted Master PIO students

The Basic Academy is seeking regional partners to host the L0110 Train-the-Trainer course in Fiscal Year 2023.

Any interested training partners please contact Jeff Januchowski at [jeffrey.januchowski@fema.dhs.gov](mailto:jeffrey.januchowski@fema.dhs.gov) or Rich Bashioum at [richard.bashioum@fema.dhs.gov](mailto:richard.bashioum@fema.dhs.gov).

## Ask a Course Manager?

### How do I manage requests for reasonable accommodation in the training environment?

For all future training opportunities and bulletins, please ensure the following language is included:

If you need a reasonable accommodation (sign language interpreters, Braille, CART, etc.), please make your request by [DATE]. Please provide details on the accommodation you are requesting, DO NOT include medical information or any information that is protected under the Privacy Act of 1974 or the Health Information Privacy Protection Act (45 CFR Part 160 Subparts A and E of Part 164). Last minute requests will be accepted but may not be possible to fulfill. Send an e-mail to [insert email from program office hosting the event/meeting] or call XXX-XXX-XXXX.

The request deadline will be 15 days prior to the class start date and the POC (email and phone number) will be the course manager for all Resident "E" courses and the course host for all Non-Resident "L" courses.

## Current Training Opportunities:

Please refer to the [EMI Course Schedule](https://training.fema.gov/emicourses/schedules.aspx) (<https://training.fema.gov/emicourses/schedules.aspx>) for a complete list of upcoming course offerings.

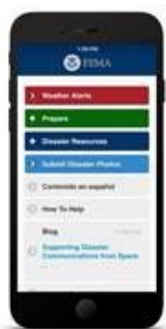
## For More Information:

- [EMI Course Catalog](https://www.firstrespondertraining.gov/frtserver/catalogs/EMI_course_catalog.pdf?_=1603823874749)  
([https://www.firstrespondertraining.gov/frtserver/catalogs/EMI\\_course\\_catalog.pdf?\\_=1603823874749](https://www.firstrespondertraining.gov/frtserver/catalogs/EMI_course_catalog.pdf?_=1603823874749))
- [EMI Course Schedule](https://training.fema.gov/emicourses/schedules.aspx)  
(<https://training.fema.gov/emicourses/schedules.aspx>)
- [EMI Programs and Activities](https://training.fema.gov/programs)  
(<https://training.fema.gov/programs>)
- [State Training Officers Contact List](https://training.fema.gov/programs/aps/stolist.aspx)  
(<https://training.fema.gov/programs/aps/stolist.aspx>)
- [Independent Study Program FAQs](https://training.fema.gov/is/isfaq.aspx) (<https://training.fema.gov/is/isfaq.aspx>)

## EMI Program Points-of-Contact:

EMI Branch	Email
EMPP	<a href="mailto:empp@fema.dhs.gov">empp@fema.dhs.gov</a>
IEM	<a href="mailto:fema-emi-iemb@fema.dhs.gov">fema-emi-iemb@fema.dhs.gov</a>
Mission Support	<a href="mailto:fema-ms-branch@fema.dhs.gov">fema-ms-branch@fema.dhs.gov</a>
Mitigation	<a href="mailto:fema-emi-mit@fema.dhs.gov">fema-emi-mit@fema.dhs.gov</a>
Preparedness	<a href="mailto:fema-emi-prepbranch@fema.dhs.gov">fema-emi-prepbranch@fema.dhs.gov</a>
Response & Recovery	<a href="mailto:fema-emi-RandR@fema.dhs.gov">fema-emi-RandR@fema.dhs.gov</a>
G-course Program	<a href="mailto:fema-G-course@fema.dhs.gov">fema-G-course@fema.dhs.gov</a>
General EMI Inquiries	<a href="mailto:emiactionoffice@fema.dhs.gov">emiactionoffice@fema.dhs.gov</a>
Independent Study	<a href="mailto:independent.study@fema.dhs.gov">independent.study@fema.dhs.gov</a>
NETC Admissions	<a href="mailto:netcadmissions@fema.dhs.gov">netcadmissions@fema.dhs.gov</a>

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**WEATHER THE STORM**

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